



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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GAIL FARBER, Director

November 01, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ROAD MAINTENANCE DISTRICTS 1, 3, 4, AND 5
REFURBISHMENT PROJECTS
CITY OF BALDWIN PARK
CITY OF LOS ANGELES
CITY OF DOWNEY
CITY OF PALMDALE
CATEGORICAL EXEMPTIONS
APPROVE APPROPRIATION ADJUSTMENT
APPROVE TOTAL PROJECT BUDGETS
SPECS. 7150, 7152, 7153, AND 7154 (RESPECTIVELY)
(SUPERVISORIAL DISTRICTS 1, 3, 4, AND 5)
(3 VOTES)**

SUBJECT

The recommended actions will approve the Road Maintenance Districts 1, 3, 4, and 5 Refurbishment projects; approve the project budgets; and will allow the Department of Public Works (Public Works) to proceed with the proposed improvements at its Road Maintenance District (RMD) field offices, located throughout the County of Los Angeles (County).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find the Road Maintenance Districts 1, 3, 4, and 5 Refurbishment projects categorically exempt under the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Approve the appropriation adjustment to transfer \$400,000 from the Road Fund (B03) Capital

Assets-Infrastructure to Capital Assets-Equipment to purchase the modular buildings.

3. Approve the total project cost for the proposed Road Maintenance Districts 1, 3, 4, and 5 Refurbishment projects, currently estimated at \$1,807,000, \$719,000, \$1,634,000, and \$1,145,000, respectively.
4. Authorize and delegate authority to the Director of Public Works or her designee to manage and deliver the projects.
5. Authorize the Director of Public Works to initiate those portions of the project involving repair, remodeling, and refurbishment work by using a Board approved job order contract and County forces.
6. Authorize the Director of the Internal Services Department, as the County Purchasing Agent, to proceed with the acquisition of new modular buildings for the \$400,000 estimated amount.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find that the RMDs 1, 3, 4, and 5 Refurbishment projects are exempt from the California Environmental Quality Act (CEQA), and will authorize Public Works to proceed with the design and construction of the proposed improvements at its RMD field offices. The RMD 1 Refurbishment project is located at 14747 East Ramona Boulevard, in the City of Baldwin Park; the RMD 3 Refurbishment project is located at 5530 West 83rd Street, in the City of Los Angeles; the RMD 4 Refurbishment project is located at 11282 South Garfield Avenue, in the City of Downey; and the RMD 5 Refurbishment project is located at 38126 Sierra Highway, in the City of Palmdale.

The RMDs are responsible for providing the maintenance and emergency repair services required for the upkeep of the County's road system. These services include patching potholes, resurfacing streets, sealing pavement, sweeping streets, trimming trees, removing problem trees, and providing wind and storm damage repair work.

Public Works Road Maintenance Division completed a preliminary assessment of the field offices in its RMDs. The assessment identified various deficiencies that must be addressed in order to extend the useful life expectancy of the buildings. The proposed scope of work includes mechanical system upgrades, including the installation of the new energy-efficient heating and air conditioning units; electrical upgrades, including the rewiring of buildings, installation of the new electrical panels, transformers, and back-up generators; plumbing upgrades, including installation of new piping and installation of water-efficient restroom fixtures; interior and exterior finishes, including stucco/drywall repair; installation of new energy-efficient light fixtures; new paint and floor finishes; and new door hardware. In addition, new modular buildings will be provided to replace a crew room in RMD 3 and offices in RMD 4. The scope also includes the construction of a bunker and wash racks in RMD 4, concrete bunkers in RMD 1, and repaving of the existing parking lots in RMDs 1 and 5.

Design services will be provided using a Board-approved, Public Works as-needed architectural/engineering (A/E) consultant services agreement. Upon completion of jurisdictional approvals, the majority of the improvements, including site work, will be carried out using a Board-approved Public Works job order contract (JOC) and County forces. The modular buildings in RMDs 3 and 4 will be procured through one of the Internal Services Department's (ISD) County agreement

vendors. Public Works will return to your Board to adopt plans and specifications and advertise for bids to construct the bunker and wash racks in RMD 4 and the bunkers in RMD 1.

Sustainable Design Program

The RMDs 1, 3, 4, and 5 Refurbishment projects will support your Board's Sustainable Design Program by using energy-efficient light fixtures with sensor controls, energy efficient mechanical systems, and water-efficient fixtures in restrooms. This will result in a reduction in the use of energy and potable water consumption.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs that we provide Operational Effectiveness (Goal 1) by improving the efficiency, quality, and responsiveness of County services to all residents. The RMDs 1, 3, 4, and 5 Refurbishment projects will achieve this goal by providing the necessary repairs/improvements to the RMD offices, which will allow them to continue to provide services to County residents.

FISCAL IMPACT/FINANCING

The total project cost for the proposed RMDs 1, 3, 4, and 5 Refurbishment projects are currently estimated at \$1,807,000, \$719,000, \$1,634,000, and \$1,145,000, respectively, which include plans and specifications, plan check, construction, change orders, consultant services, miscellaneous expenditures, and County services.

Approval of the request of appropriation adjustment will transfer \$400,000 from the Fiscal Year 2011-12 Road Fund Capital Assets-Infrastructure to the Capital Assets Equipment to fund the purchase of the modular buildings. Sufficient funding is included in the Fiscal Year 2011-12 Road Fund Budget to fully fund the projects.

Operational Budget Impact

There will be no impact to the Public Works General Fund budget as a result of the recommended projects.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The as-needed A/E consultant services agreement contains terms and conditions supporting your Board's ordinances and policies, including but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence and General Relief Opportunities (GAIN/GROW); Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrender Baby Law).

As required by your Board, language will be incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its

employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

The new modular buildings will be procured through an ISD County agreement vendor. The request complies with the County Equipment Policy that your Board approved on October 16, 2001, which requires Board approval prior to a department purchasing/financing equipment with a unit cost of \$250,000 or greater.

The acquisition of the modular units for these projects falls under the statutory authority of the County's Purchasing Agent. However, because of the specialized nature of the installation, the installation labor costs may exceed the authority of the Purchasing Agent. Therefore, Board approval is required for the Purchasing Agent to proceed with this aspect of the acquisition.

ENVIRONMENTAL DOCUMENTATION

The proposed RMDs 1, 3, 4, and 5 Refurbishment projects have been reviewed and determined to be categorically exempt under CEQA in accordance with CEQA Guidelines, Sections 15301 (a), (c), and (d), 15302 (b), 15303 (e), and 15311, and the County of Los Angeles Environmental Procedures and Guidelines, Appendix G, Class 1, adopted by your Board on November 17, 1987. The projects will result in negligible or no expansion of existing use and the modular buildings will have substantially the same purpose and capacity as the structures replaced. In addition, the projects are not located in a sensitive environment and there are no cumulative impacts, unusual circumstances or other limiting factors that would make the exemption inapplicable based on the project records.

Upon your Board's approval of the projects, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

Public Works plans to use a Board-approved JOC to carry out construction of the proposed RMDs 1, 3, 4, and 5 Refurbishment projects (with the exception of the modular buildings, storage bunkers, and wash racks).

The acquisition of the modular buildings falls under the statutory authority of the County Purchasing Agent. The purchase will be requisitioned through and accomplished by the Purchasing Agent in accordance with the County's purchasing policies and procedures established by ISD.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Road Maintenance

The Honorable Board of Supervisors

11/1/2011

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Division and Project Management Division II.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER

Director

GF:JFK:sj

c: Executive Office, Board of Supervisors
Auditor-Controller
Chief Executive Office
County Counsel
Department of Human Resources
Department of Public Social Services
(GAIN/GROW)

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF PUBLIC WORKS

DEPT'S. NO. 690

November 1, 2011

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2011-2012

3 - VOTES

SOURCES

USES

PW - Road Fund
B03-PW-604A-47000
Capital Assets - Infrastructure
DECREASE APPROPRIATION

PW - Road Fund
B03-PW-6030-47000
Capital Assets - Equipment
INCREASE APPROPRIATION

SOURCES TOTAL: \$ 400,000

USES TOTAL: \$ 400,000

JUSTIFICATION

This adjustment is necessary to provide sufficient appropriation in Capital Assets - Equipment for the purchase of modular buildings in the Road Maintenance Districts 3 and 4.

DPW BA12-01

Handwritten signature of Gail Farber, Director, with 'copy' and 'for' written next to it.

AUTHORIZED SIGNATURE Gail Farber, Director

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR --

- ACTION (checkbox)
RECOMMENDATION (checkbox checked)

AUDITOR-CONTROLLER

BY [Handwritten Signature]

B.A. NO. 022

September 27 2011

- APPROVED AS REQUESTED (checkbox checked)
APPROVED AS REVISED (checkbox)

CHIEF EXECUTIVE OFFICER

BY [Handwritten Signature]

10/03 2011